

Making the test self grading:

Now, if you want Google to do all the grading for you (and of course you do), it gets slightly trickier. But it's not too hard, and after you've done it once, it's easy.

Easy Way:

- 1) After students take quiz, go to the spreadsheet. Click on *Insert* and choose *Script*.
- 2) Click on *Education* on the left side. Then, find *Flubaroo* from the list on the right and click *Install*. Click *Authorize* when prompted and the program will quickly download. It is now showing on your toolbar beside the word **Help**. [Note: You can do these two steps before the students take the quiz.]
- 3) [This step must be done **after** you and your students take the quiz.]
 - a) Click on *Flubaroo*.
 - b) Choose *Grade Assignment*.
 - c) It will walk you through a few steps to determine the correct answers.
- 4) Your quiz is graded and an email has been sent to the student or parent informing them of the grade!

**Taken from: Screencast by Josh Dumas: <http://www.screencast-o-matic.com/watch/cX12oeql5>